



# HORRINGTON PRIMARY SCHOOL

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Friday 22<sup>nd</sup> May 2020

## **New procedures and safety measures for phased re-opening of school**

### **Information for parents/ carers**

These measures have been drawn up using the government guidance, advice from our Health and Safety adviser and through our risk assessment process. There has been consultation with staff and approval from the governors.

The plans are very detailed as you might imagine and will be subject to change in light of dynamic risk assessments and our ongoing regular reviews.

#### **Clusters**

From all the factors considered in our risk assessment process, the children attending school will be grouped into four clusters of no more than 15 children. We cannot safely accommodate 15 children in all of the clusters so some groups need to be smaller than this. Each cluster will have allocated staff to work with the children in the classroom and during break times. The staff allocated to each cluster may not be those the children normally work with. Children will remain within their cluster throughout the school day and will not mix with children from other clusters.

#### **Drop-off and pick up times**

The following procedures have been devised in close consultation with our Health and Safety adviser due to the unique location of our site.

All children will be dropped off using our 'stop and drop' system in the school car park. Staff will be on duty in the car park, playground and in the school building to supervise the children coming in to school. As per government guidance, only one adult can drop off and collect and no parents/ carers are able to enter the school site. Each cluster will have a drop-off time, which will either be 8:45 – 9:00, 9:00 – 9:15, 9:15 – 9:30 or 9:30 – 9:45. For the week beginning 2<sup>nd</sup> and 8<sup>th</sup> June, we will confirm the drop-off time for keyworker and vulnerable children once we have all responses from parents and no later than Thursday 28<sup>th</sup> May. Children returning at Stage 2 will be provided with a drop-off time as we move to this stage.

Collection will either be at 2:30pm or 3:15pm. For each collection time, one cluster will be collected from the school car park and the other cluster from the school field. The children will be accompanied by staff, and will line up socially distanced along the path between the playground and car park or on the school field. Parents will need to wait socially distanced on the paths/ grassed areas of the car park or at the top of the school field. Teachers will indicate when you need to come forward to collect your child. There will be markings or coned areas as required to support with this.

Staff will not be able to engage in parent/ teacher discussions at this time so please continue to email the parent email address if you need to arrange a telephone conversation with a member of staff.

### **Social distancing**

Children will be encouraged to socially distance themselves from each other using the aeroplane rule. (Hands out as wings and not touching each other when sitting or moving). Posters will be displayed in and around the school to help with reminders. All clusters will have an allocated room which they will use as their base for the week. Children will have daily well-being sessions so they fully understand the rules and why it is important we follow them. Social distancing rules will also be modelled by all the adults on site.

### **Before and after school care**

Due to the need for children to remain in small clusters, we will not be able to provide before or after school care.

### **Handwashing**

Children will wash their hands on arrival at school, and then regularly throughout the day. Staff will be supervising the children's handwashing. There will be a designated sink for each cluster in the toilets and each teaching space also has a sink. Posters with handwashing reminders will be placed around the school to help remind the children to follow the twenty second rule. Staff will be teaching handwashing songs and rhymes, and how to wash hands effectively, to ensure they understand the importance of good hygiene during this time. Please can we ask that parents support this by teaching this at home as well.

### **Movement around the school**

Movement around the school will be limited. Each cluster will stay in their allocated classroom space for lessons and to eat their lunch. Children will be able to use the outside spaces and areas will be designated to the clusters for their staggered break and lunchtimes, as well as for learning time outside. There will be a one-way system down the main corridor in the school building and then up the path between the main building and the KS2 classrooms. This will be marked using arrows and no entry signs. Each cluster will have a designated toilet cubicle to use and staff will ensure there is one pupil at a time in the toilets.

## **Break and lunchtimes**

Break and lunchtime arrangements will be timetabled to ensure children only mix within their own cluster.

## **School lunches**

The Mendip School will be able to provide a cheese roll packed lunch from the week beginning 8<sup>th</sup> June and are not able to cater for dietary requirements at this time. Orders will be available on Tucasi in due course and the office staff will let you know when you can order. For the week beginning 2<sup>nd</sup> June all children will need to bring a packed lunch each day.

## **Break time snacks and water bottles.**

Break time snacks need to be brought in from home. We are a healthy school, so a piece of fruit or simple healthy snacks only please. Water bottles will need to be brought in to school daily. Please make sure these are named, thoroughly cleaned each evening and that your child is able to fill these independently if needed.

## **Classroom organisation**

Tables will be separated and children will sit at individual tables ensuring a 2m distance where possible. Children will not be sitting on the carpet in close proximity to each other. Each learning area will have antibacterial cleaner available in order to continually clean items/ surfaces as required.

Where fire risk assessments allow, doors will be propped open to reduce staff and children touching communal surfaces.

Unnecessary items will be removed from the classroom to reduce infection risk and assist in cleaning. This will affect our youngest children more than the older year groups.

As a consequence of these measures the curriculum on offer and teaching styles will be very different to those the children are used to.

## **Items from home**

No other items should be brought in from home. Children will not require book bags or any stationery. This is to keep areas safe and hygienic. Each child will be provided with a plastic wallet with basic stationery and equipment. Mrs Pembleton has also ordered PE equipment so that each child will have a small cotton bag containing their own PE resources for lessons. Each child will have a bean bag, quoit, throw down spot and cones. Hoops will also be used and then cleaned after each use. We will not be using balls at this time. Other equipment that is used in the classrooms will be washed after use.

## **Clothing**

School uniform will not be required as pupils should change their clothing daily and come to school in clean washed clothes. We would also like the children to wear trainers. We will be encouraging children to participate in daily physical activities and outdoor learning so please

choose clothes they can participate in without having to change clothes. If needed for our youngest children, a spare pair of underwear in a named sandwich bag can be sent in and left in school.

### **Sun protection**

Please apply sun cream before school using the 8hr+ cream available online. We will not be able to apply sun cream on site. Sun hats will only be needed on hot sunny days.

### **Illness**

If a parent suspects or knows their child is not well they **MUST NOT** send them to school and will need to email the school to inform us. As well as the persistent cough and high temperature the following symptom has been added:

*a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal*

If anyone has a cough, temperature or feels unwell at school, parents will be contacted and children will need to be collected promptly. If a child is showing symptoms of covid-19, then they will be isolated in a separate room whilst waiting to be collected. Staff will wear aprons, gloves, face masks and visors whilst waiting with your child. Children and their families will need to isolate for 14 days or until tested negative.

If a child or adult shows symptoms and tests positive for Covid-19 then the whole cluster that the children/ adults are in must be sent home and they must self-isolate for 14 days.

If other cases are then confirmed at the school, then Public Health England will advise the school on next steps/ possible closure.

### **PPE**

PPE should not generally be worn in schools by staff or children according to the advice of the government. We are expecting a delivery of PPE supplies at half term from the County and this will be available to staff for use in certain situations to protect your child and themselves. In most cases, because of the arrangements that have been made, this will not be necessary.

### **Cleaning**

There will be continual and ongoing cleaning of the school during the day and after school. Staff will have access to cleaning equipment to wipe chairs, surfaces, door handles etc. and our cleaning company will be completing an extensive checklist each day after school.

### **Staff availability or absence**

We have a wonderful team of staff at school who have worked incredibly hard over the last few months. I am sure you will be aware that not all of the staff will be able to return at this time due to current government advice about which adults can safely return to work. This means we have a reduced staff group on site.

In the event of staff absence, we may need to close the school to some clusters at short notice. In this event we will use the text alert system as we do for other emergency school closures.

### **Home learning and on site provision**

To support all our children in their learning, whether this is on site or at home, we will continue to provide a weekly plan and resources for the learning of each year group. Children attending school will be doing the same learning activities that are sent home to provide consistency and continuity. It is therefore important that keyworker and vulnerable pupils who are not attending full-time complete the maths and English tasks on the set days at home so they are at the correct stage of learning for the on-site days.

We hope this provides answers to the many queries you have about how the school will put in place safety measures for the phased re-opening. In line with our values, we are implementing these measures and procedures to provide as safe and caring environment as we can at this time.

Thank you for your continued support.